

CFE **Cities for Financial Empowerment**

Co-chairs

New York City

San Francisco

CFE Administrator and Grants Manager
July 2010

Member Cities

Chicago

Los Angeles

Miami

Newark

Providence

San Antonio

Savannah

Seattle

The Cities for Financial Empowerment (CFE) Coalition is a network of cities committed to advancing innovative financial empowerment initiatives locally and nationally. Expanding the vision of how municipal government can serve its citizens and create pathways for financial stability, CFE leverages opportunities and resources in the service of at-risk communities, and provides a platform for cities to work and learn collectively, forging partnerships with public, private, and non-profit sectors. CFE members include co-chairs New York and San Francisco, and member cities Chicago, Los Angeles, Miami, Newark, Providence, San Antonio, Savannah, and Seattle.

CFE seeks a smart, energetic and creative self-starter with fundraising and grants management experience to support the growth and development of this dynamic Coalition of municipalities devoted to the financial empowerment of their residents. This position will be responsible for raising private resources, coordinating coalition activities (including the planning and organizing of quarterly member Forums), drafting reports and developing and executing a communications strategy.

RESPONSIBILITIES

- Identify funding opportunities that match CFE priorities
- Cultivate and develop relationships with foundations, corporations and major donors
- Work with co-chairs to develop comprehensive strategy for fundraising and develop all grant proposals
- Monitor and report on grant progress in coordination with partner cities and the Mayor's Fund to Advance NYC
- Draft and disseminate reports and official literature funders and broader audiences
- Plan and execute quarterly member Forums including developing goals, building agendas, and manage all event logistics
- Manage and improve content on CFE website and other CFE literature
- Perform other administrative duties as necessary

PREFERRED SKILLS

- Strong oral and written communication skills
- A minimum of 3 years experience in grant writing and management
- Demonstrated success in building and maintaining strong funder relationships
- Ability to work quickly, sometimes under short deadlines
- Keen ability to collect and analyze information
- Experience with event planning and facilitation
- Understanding of and ability to articulate financial education, access to banking and/or asset-building issues and strategies desirable

This is a part-time, 2-3 day per week consulting position based in New York City.

To apply, send a resume and a letter of interest including daily/hourly rate requirements to:

Lynn Fitzgerald

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Fax: (212) 232-9580

For more information visit: <http://cfecoalition.org>